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ABSTRACT

This guide was developed to help home economics teachers in Illinois to incorporate entrepreneurship into the existing home economics curriculum. The guide contains the following four sections: transparency masters (which can also be used as handouts); resource materials to order; resource persons and institutions to contact; and an annotated bibliography of materials on entrepreneurship. The resource materials list provides titles, authors, sources, and prices. The guide also contains an outline for a program of acquiring competence in entrepreneurship. (KC)

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Illinois Vocational Home Economics Curriculum Development Project

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TO: Home Economics Teachers

FROM: Illinois Vocational Home Economics Curriculum Development Project

DATE: Fall, 1984

RE: Entrepreneurship Transparency masters and teacher materials

These materials are provided to make it easier to incorporate entrepreneurship into existing curriculum. As an example, the transparencies may be used when discussing how to establish a restaurant in a food service class. In a child care class or a class studying services for the elderly, these materials could be used to discuss starting your own business. These could be used in any unit on careers because being an entrepreneur is one of many career options.

This section includes:

Transparency masters
(These may be used individually as a pre or post-test, for lecture or discussion purposes; they may also become handouts.)

Resource materials to order

Resource people to contact

Bibliography

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

ENTREPRENEURSHIP - HOME ECONOMICS OCCUPATIONS

The School Code of Illinois, 10-23.3a, was amended in 1971 to make it possible for vocational education classes "...to independently operate or cooperate with existing companies in the operation of a business or businesses for the sole purpose of providing training for students in vocational education programs. Any proceeds from the operation shall be applied towards the costs of establishing and maintaining these businesses. Should the proceeds ever exceed the establishment and maintenance costs, then that excess shall only be directed toward expanding business-operation training in vocational education programs."

Organizing a class as a business operation will enhance the opportunities for the students to develop business and communication skills, develop improved standards of work, experience feelings of pride and satisfaction from customers, and benefit from the supplementary budget resulting from the sale of products and services. Accurate recordkeeping is essential and also a related learning experience. Integrating FHA-HERO activities will facilitate the learning opportunities and the operation of the class as a non-profit business. The FHA-HERO class officers often assume the roles of business officers. Some of the activities related to this method of class operation might be:

- Child care laboratory classes charging a fee to cover the cost of expendables,
- Foodservice classes selling tickets for meals or selling products produced,
- In Home Economics Cooperative Education classes students can gain skills in consumer interest surveys, advertising, customer sales techniques, accounting management, etc., through chapter entrepreneurship projects.

Program for Acquiring Competence in Entrepreneurship

1. Understanding the Nature of Small Business
    a. Define a "small business."
    b. Identify the different types of small businesses.
    c. Describe how small businesses contribute to the American way of life.
    d. Describe what role small businesses play in the American economic system.
    e. Identify the major factors contributing to the success of a small business

2. Determining Your Potential as an Entrepreneur
    a. Define entrepreneurship.
    b. Recognize the personal qualities and skills needed to be a successful entrepreneur.
    c. Compare the advantages of owning a business with the advantages of working for someone else.
    d. Assess your own ability to be a successful entrepreneur.

3. Developing the Business Plan
    a. Identify the reasons for planning for entrepreneurship.
    b. Identify the components of a business plan.
    c. Complete a business plan worksheet.

4. Obtaining Technical Assistance
    a. Discuss how technical assistance can help the entrepreneur.
    b. Identify the types of technical assistance needed by the entrepreneur.
    c. Know where to find technical assistance.

5. Choosing the Type of Ownership
    a. Describe sole proprietorships, partnerships. corporations, cooperatives, and franchises.
    b. Identify examples from your own community of each of the types of business ownership.
    c. Describe the advantages and disadvantages of proprietorships, partnerships, corporations, franchises, and cooperatives.

6. Planning the Market Strategy
    a. Discuss the economic concepts that influence marketing decisions.
    b. Identify important marketing activities.
    c. Explain how marketing aids business people and consumers.

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d. Define the terms "target market" and "marketing mix."

7. Locating the Business

   a. Explain the importance of selecting the right business site.

   b. Identify factors to be considered when selecting a business site.

   c. Determine advantages and disadvantages of different types of business locations (isolated, central business district, neighborhood, shopping center, etc.)

   d. Describe terms of occupancy contracts for a business.

8. Financing the Business

   a. Explain the importance of financing in the success of a new business.

   b. List the different types of costs that must be considered when starting a new business.

   c. Explain the two major methods of financing a new business.

   d. Identify the various sources for obtaining financing for a new business.

   e. List the financial statement that should be included in a business plan.

9. Dealing with Legal Issues

   a. Describe why a basic understanding of legal issues is important to the small business owner/manager.

   b. Define the term "contract".

   c. Identify the conditions that call for a written contract.

   d. Name and describe the five essential components of a contract.

10. Complying With Government Regulations

   a Summarize the importance of government rules and regulations to the individual entrepreneur.

   b. Classify legislation according to whom it is designed to protect.

   c. Explain at least three types of federal, state, and local taxes affecting small business.

11. Managing the Business

   a. Explain the role of management in operating a business.

   b. List the steps involved in the decision-making process.

   c. Define and explain the functions of management.

   d. Identify rewards and problems of the management role.

12. Managing Human Resources

   a. Define human resource management.

   b. Explain the importance of human resource management as it relates to the success of a business.

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c. Identify the various responsibilities that make up human resources management.

13. Promoting the Business

a. Define the concept of promotion.

b. Compare the major methods of promotion used by small businesses.

c. Describe the relationship between promotion and other business decisions.

d. List the decisions that must be made when completing a promotional plan.

14. Managing Sales Efforts

a. Discuss the role of selling in different types of small business.

b. Define selling as stated by the American Marketing Association.

c. Describe what salespeople need to know about their customers to be successful at selling.

d. Describe what salespeople need to know about themselves to be successful at selling.

15. Keeping the Business Records

a. Identify the reasons for keeping business records.

b. Identify the elements of a sound recordkeeping system.

c. Describe the difference between a single-entry recordkeeping system and the double-entry system.

d. Describe the uses of the checkbook in recordkeeping.

e. Identify suitable recording forms for accounts receivable.

f. Reconcile a bank statement.

g. Develop a simple recordkeeping system for payroll records.

16. Managing the Finances

a. Explain the importance of financial management.

b. Describe the components of a balance sheet.

c. Differentiate between current and fixed assets- current and fixed liabilities.

d. Describe the components of a profit and loss statement.

e. Identify sources of financial ratio data.

f. Identify methods for calculating selected financial ratio.

g. Identify the activities associated with electronic data processing and financial analysis.

17. Managing Customer Credit and Collection

a. Identify reasons for offering credit.

b. Consider basic policies to use for credit and collections.

c. Determine your own rules for deciding about people who apply for

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credit (3 "C's" of Credit).

d. Identify features of credit card plans.

e. Identify basic types of direct credit plans.

f. Determine how you can use a cost/benefit analysis for direct credit and credit card plans.

18. Protecting the Business

a. List the most common types of business crime.

b. List other types of risk faced by entrepreneurs.

c. Explain the need for protection against such risks.

d. Discuss what entrepreneurs can do to protect themselves against risks and the losses they may cause.

To receive complete teaching materials for the outline above, order Sets by Levels from the National Center for Research in Vocational Education, National Center Publications, Box P, 1960 Kenny Road, Columbus, Ohio 43210.

Selected Bibliography
on
Entrepreneurship

The following materials may be borrowed from;

East Central Network/Illinois

Vocational Curriculum Center

Sangamon State University

E-22

Springfield, IL. 62708
(217-786-6375)

(A 38 page bibliography is available from the above address.)

Buisness Management and Ownership. Barbara Jean Lyon. Oklahoma State Department of Vocational and Technical Education, 1515 W. 6th Avenue, Stillwater, OK 74074. 1982. 658.002 LYON 1982-1
Seven sections include principles of economics and management, personnel management, layout and security, fundamentals of merchandising, credit service, and small business ownership.

Business Management and Ownership Skills. John T. Rooke, Project Director, Norwich Regional Vocational Technical School, 590 New London Turnpike, Norwich, CT 06360. 1980. 24pp. 658.022 ROOK 1980-1
Provides a broad knowledge and understanding of how business functions and the desirable attitudes necessary to succeed on the job.

Business Plan for Retailers. U.S. Small Business Adminstration, Office of Management Assistance, Education Division, Washington, DC 20416. 1979. 658.022 EDUC 1979-1
Helps the owner-manager of a small business draw up a business plan with the combination of text and workspace.

Checklist for Developing a Training Program. Leonard J. Smith. Small Business Administration, 1441 L St., N.W., Washington, DC 20416. 1979. 7pp. (Management Aids No. 196). 658.022 SMIT 1979-1
Questions in this aid are designed to provide a step-by-step approach to the task of organizing and conducting a successful program of employee training.

Delegating Work and Responsibility. Stanley Wantola. Small Business Administration, 1441 L St., N.W., Washington, DC 20416. 1979. 5pp. Management Aids No. 191. 658.022 WANT 1979-1
Discusses those who carry responsibility and authority, emphasizing the importance of allowing competent assistants to perform in their own style.

Designing A marketing Plan for Small Business Management. Robert Link, et al. Vocational Instructional Materials Lab, 154 W. 12th Ave., Student Service Bldg., Ohio State University, Columbus, OH 43210. 1982. 23pp. 658.022 Link 1982-3

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Describes how to formulate basic and supporting marketing strategies, design a plan of action which implements these strategies and also how to prepare control systems for marketing plans.

Developing Jobs and Neighborhoods Through Small Buisness Growth: Recommendations for Actions. Michael S. Holzman. Trust, INC., Chicago, IL. 60600. 1980. 72pp. 658.022 HOLZ 1980-1
Contains recommendations specially addressed at Chicago and Illinois manpower and economic development programs, which present essential policy and administrative changes that are applicable to other states and municipalities.

Education for Entrepreneurship and Entrpreneurial Development Activities in Illinois.
George F. Wolfi,et al. Advisory Council on Adult, Vocational and Technical Education (SACVE), 100 North 1st St., Springfield, IL. 62708. 1980. 178pp. 658.42 WOLF 1980-1
Provides an appraisal of all activities underway in Illinois to encourage individuals to become entrepreneurs or to improve their capabilities as entrepreneurs.

Entrepreneurship Basic Recordkeeping. Thomas Fisher, et al. Instructional Materials Lab, 154 W. 12th Ave., Student Services Bldg., Ohio State University, Columbus, OH 43210. 1982. 69pp. $5.00. 657.2 FISH 1982-1
Identifies individual business needs for use with recordkeeping and how to maintain a system approach to recordkeeping.

Entrepreneurship: A Bibliography. Western Curriculum Coordination Center Project, College of Education, University of Hawaii, 1766 University Ave. Wist 216, Honolulu, HI 96822. 1982. 10pp. R016.658022 WEST 1983-1
Lists materials on entrepreneurship available on loan from the WCCC.

Entrepreneurship Education. Thomas J. Scanlan, et al. Illinois State Board of Education, DAVTE, 100 North 1st st., Springfield, IL. 62777. 1980. Includes Learning the Skills, Applying the Skills, and Supplementary Readings 658.022 SCAN 1980-1-3
Emphasizes entrepreneurship as an integration of skills. Skills include inner control, innovation, decision making and human relations.

Entrepreneurship for Women: An Unfulfilled Agenda. Carol Eliason. National Center for Research in Vocational Education, 1960 Kenny Rd., Columbus, OH 43210.1981
Outlines the cahracteristics and needs of the small business owner, and discusses recent developments in entrpreneurship education with a focus on program for women.

Entrepreneurship in Voc Ed: A Guide for Program Planning. Edward L. Davis and Margaret A. Zelinko. National Center for Research in Vocational Education, 1960 Kenny Rd., Columbus, OH 43210 1982. 77pp. (Leadership & Develorment Series No. 62). $6.50. 658.42 DAVI 1982-1
Assists program planners and curriculum developers in selecting entrepreneurship materials that are appropriate for the populations served by their educational agencies.

Establishing Your Business: A handbook for Women. Donna Maurillo Martin, Managing Editor. Resources for Women, Inc., 104 Walnut Ave., Suite 212,

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Santa Cruz, CA 95060. 1980. 87pp. 658.022 MART 1980-1
A business handbook for women that discusses marketing, financing, legal structure, regulations, accounting, insurance etc. for small businesses.

Estimating Sales and Profits by Class or Department. Robert Link, et al. Instructional Materials Lab, 154 W. 12th St., Student Service Bldg. Ohio State University, Columbus, OH 43210. 1982. 20pp. 658.022 LINK 1982-2
Describes how to set the profit objective, make a sales forecast, and estimate bolt gross profit and operating porfits.

Going Into Business for Yourself. Mary L. Kuebbeler. Ohio Distributive Education Material Lab, Ohio State University, Room 254, Hyffe Rd., Columbus OH 43210.
Manual includes lesson plans for each topic, overheads/handouts for the lesson plan based on entrepreneurship.

A handbook on Utilization of the Entrepreneurship Training Components for Vocational Education. American Institutes for Research, P.O. Box 1113, 1791 Arastradero Road, Palo Alto, CA 94302. 1981. 49pp. (Getting Down to Business). 658.022 AMER 1981-3
Part of project to create entrepreneurship training components for use in vocational instruction programs at the secondary level.

Home Business. Judith Eichler Weber. Small Business Administration, Washington, DC 20466. 1977. 7pp. (Small Business Bibliography No. 2). R 016.658022 WEBE 1977-1
Assists prospective and current owners of home business to plan, organize, direct, coordirate and control their business.

How To Develop a Successful Business Plan. Entrepreneur Magazine. Chase Revel. Inc., Los Angeles, CA. 1980. 66pp. $16.95. 658.15 ENTRE 1980-1
Designed to help entrepreneurs define their ideas a little more closely about how to write or prepare and use a business plan for their unique business.

How To Start and Run a Successful Home Typing Business. Peggy Glenn. First Publishing, 324 Main St., Huntington Beach, CA 92648. 1980. 105pp. $14.95. 658.[illegible] GLEN 1980-1
Contains the information necessary to develop a satisfying and profitable typing business at home.

JA Company Manual. W.K. Kellogg Foundation, Junior Achievement, Battle Creek, MI. 1979. 77 pp. 658.022 JUNI 1979-1
Shows students how to run their own business from capitalization to liquidation.

Job Creation: Creative Materials Activities and Strategies for the Classroom. Joan Smutny. Illinois State Board of Education, 100 North 1st st., Springfield, Il 62777. 1982. Includes 1 cassette, 37 min., book with 6 modules. CA 371.46 SMUT 1982-1
Encourages individuals to think about their own talents, skills, interests, and capacities for productive involvement as persons participating in work.

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Learn and Earn: Marleting Management Educational Project. Pepsi-Cola Co. 1982. Includes color filmstrip, cassette, script and project book. FS 658.8 PEPS 1982-1
Projectinvolves the actual sale or simulation of sale of produc s or services. Designed to present basics about marketing and management.

LEARN Marketing and Management Basics and EARN Money for your Treasury. Pepsi-Cola Co., Inc. 1982. Includes final report. 658 PEPS 1982-1-2
A project that involves th actual sale of simulation of a sale of products or services. Designed to present basics about marketing and management on a small scale.

Maid Service. American Entrepreneurs Association, 2311 Pontius Ave., Los Angeles, CA 90064. 1979. 67pp. (AEA Business Manual No. 160). 648 AMER 1979-1
Provides start-up information needed to begin a maid service.

More Than A Dream. American Management Association, In-House Development and Training, 135 W. 50th St., New York, NY 10020. 1982. 3 color reels 3¾in.: 1. Being Your Own Boss, 27 min. 2. Raising the Money, 28min. 3. Running Your Own Business, 28min. Boxed separately and can be checked out individually. VT 658.42 AMER 1982-1-3 Part 1 explores the world of the self-employed, the second reel focuses on different means of acquiring money to get a small business started and the third reel discusses the managerial and operational aspects of making a small business successful.

Operating Your Own Business. Instructional Material Laboratory, 10 Industrial Education Building, University of Missouri, Columbus, MO 65201. 1980. 253pp. 658.0043 INST 1980-2
Upon completion of this unit, the student should be able to develop a plan to state and successfully operate a business establishment.

Preparing for Entrepreneurship. Kenneth L. Rowe and Roger W. Hutt. Arizona State University, College of Business Administration, Tempe, AZ 85281. 1979. 307pp. 658.022 ROWE 1979-1
Designed to assist students in assessing interests and abilities with respect to self employment.

Principles of Small Business Managment. William N. Macfarlane. McGraw-Hill Book Company, 1221 Avenue of the Americans, New York, NY 10020. 1977. 534pp. $15.95. 658.022 MACF 1977-1
This text uses a queation and answer format to provide an overview of the major problems a business owner will face.

Raising Money. Entrepreneur Magazine. Chase Revel, Inc., Los Angeles, CA. 1979. 78pp. $16.65. 658.15 ENTR 1979-1
First part deals with start-up situations, personal loans, and things of that nature. Second part deals with how to obtain financing for an existing business.

Restaurants and Food Services. Bank of American, P.O. Box 3700, San Francisco, CA 94137. 1977 32pp. (Small Business Reporter.) 658.022 BANK 1977-4
Discusses the investment requirements and operational format of this business and points up both hazards and opportunities.

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Selling Ideas. Chase Revel and Don Cracke. American Entrepreneurs Association, 2311 Pontius Ave., Los Angeles, CA 90064. 1980. 92pp. $16.95. 658.85 REVE 1980-1
Discusses the necessary preparation, the best prospects, packaging, pricing, cuts, approaching the prospect, closing the deal, and monitoring the progress.

Small Business Management and Ownership. Nancy Holt, Jo Chuchat, and Mary Lewis Regal. CRC Education and Human Development, INC., 26 Brighton St., Belmont, MA 02178. 1979. Includes 4 volumes, 658.022 HOLT 1979-1 Vol. 1-4
These introductory and advanced curriculum materials are suitable for both seconday and post-secondary students. The volumes include Minding Your Own Small Business: An Introductory Curriculum for Small Business Management; Something Ventured, Something Gained; An Advanced Curriculum for Small Business Management; Location Decision: A Simulation; and Mini-Problems in Entrepreneurship.

Small Time Operator: How to Start Your Own Small Business, Keep Your Books, Pay Your Taxes, and Stay Out of Trouble. Bernard Kamoroff. Bell Springs Publishing, P.O. Box 322, Laytonville, CA 95454. 1980. 190pp. $7.95. 658.022 KAMO 1980-1
Discusses common types of laws and regulations affecting small business.

Starting and Operating a Playgroup for Profit. Susan Chidakel. Pilot Books, 347 Fifth Avenue, New York, NY 10016. 1976. 47pp. $2.95. 649 CHID 1976-1
This guide covers how to organize a playgroup, licensing, recordkeeping, advertising, and dealing with parents.

Techniques of Time Management. Kent H. Baker. U.S. Small Business Administration, 1441 L Street, N.W., Washington, DC 20416. 1979. 7pp. (management Aids No. 239.) 658.022 BAKE 1979-1
Stresses the importance of effctive use of time in achieving a business's full potnetial

A Woman's Gudie to Starting a Small Business. Mary Lester. Pilot Books, 347 5th Ave., New York, NY 10016, 1981 32pp. $2.50 658.042 LEST 1981-1
Discusses low-overhead service businesses, creating and marketing a product, evaluating your potential, and finding business management assistance.

Women and the U.S. Small Business Administration. Vernon A. Weaver. Small Business Administration, 1441 L St., N.W. Washington, DC 20316. 1979. 5pp. 658.022 WEAV 1979-1
Explains the services that the small business administration offers and gives other sources that can be of aid.

The Women Entreptrneurs Project (Final Report). Barbara S. McCaslin, el al. Superintendent of Documents, Government Printing Office, Washington, DC 20402. 1978. 168pp. MF $.83, HC $8.69 658.3042 MACC 1978-1
Final report for project which sets forth a procedure for expanding vocational education programs to adult women who want to have instruction in entrepreneurship.

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RESOURCE PEOPLE TO CONTACT

CURRICULUM CONSORTIUM WITHIN VOCATIONAL EDUCATION:
Charles Schickner
Illinois Board of Education
100 N. First St., E426
Springfield, IL 62777
217/782-0717

MINORITY BUSINESS DEVELOPMENT AGENCY
Stanley Tate
Regional Director
Minority Business Development Agency
U.S. Dept. of Commerce
55 E. Monroe St
Suite 1440
Chicago, IL 60603
312/353-0182

U.S. SMALL BUSINESS ADMINISTRATION
Richard D. Durkin
838 E.M. Dirksen Federal Building
Chicago, IL 60604
312/353-0355

SMALL BUSINESS INSTITUTE
Carbondale- Southern Illinois University
Champaign- University of Illinois
Charleston- Eastern Illinois University
Chicago- Chicago State University
DePaul University
Illinois Institute of Technology
Roosevelt University
University of Illinois-Chicago Circle
Decatur- Milikin University
DeKalb- Northern Illinois University
Edwardsville- Southern Illinois University-Edwardsville
Elmhurst- Elmhurst College
Evanston- Northwestern University
Jacksonville- MacMurray College
Lebanon- McKendree College
Lockport- Lewis University
Macomb- Western Illinois University
Normal- Illinois State University
Palos Heights- Trinity Christian College
Peoria- Bradley University
Quincy- Quincy College
Springfield- Sangamon State University

ALSO CONSIDER
Chamber of Commerce

Any individual who is in business for him/herself. (Invite them as guest speakers or visit their establishments, have students interview them and share ideas with the class.)

RESOURCE MATERIAL TO ORDER

The following booklets are available from:
Superintendent of Documents
Government Printing Office
Washington D.C. 30402

	Stock No.	Pages	Price
Cost Accounting for Small Manufacturers (assists managers of small manufacturing firms establish accounting procedures that help control production and business costs.)	045-000-00162-B	180	$4.25
Guides for Profit Planning (Guides for computing and using the break even point, the level of gross profit, and rate of return on investment)	045-000-00137-7	59	$2.50
Financial Record Keeping for Small Stores (Written primarily for the small store or prospective owner whose business does not justify hiring a full-time bookkeeper.)	045-000-00142-3	135	$4.00
Managing for Profits (Ten chapters on various aspects of small business management, for example marketing, production, and credit.)	045-000-00005-2	155	$2.75
Marketing Strategy	045-000-00187-3	48	$3.50
Inventory Management-Wholesale/Retail	045-000-00177-6	40	$2.50
Inventory and Scheduling Techniques	045-000-00185-7	60	$3.50
Job Analysis, Job Specifications, and Job Descriptions	045-000-00185-7	40	$2.25
Recruiting and Selecting Employees	045-000-00186-5	40	$2.25
Employee Relations and Personnel Policies	045-000-00196-2	36	$2.25

To receive complete teaching materials for the outline above order:

Sets by Learning Levels
Instructor Guide, 18 Modules, and Resource Guide

Set of Student Modules
One each of the 18 modules in a level

Order from: The National Center for Research
in Vocational Education
National Center Publications, Box P
1960 Kenny Road
Columbus, Ohio 43210

WHO is an ENTREPRENEUR ?

2.

ME?
an
ENTREPRENEUR

1.

HOW COULD I BECOME AN ENTREPRENEUR ?

4.

AN ENTREPRENEUR

is a person who ORGANIZES, MANAGES and ASSUMES the RISKS of a BUSINESS or ENTERPRISE[1]

[1]Webster's Ninth New Collegiate Dictionary (1983)

PLANNING AN ENTREPRENEURIAL VENTURE

BRAINSTORM new business ideas

↓

DEFINE the business concept

↓

ANALYZE the market for the new business

↓

DETERMINE goals and strategies

↓

MARKET the plan for the new business

↓

DEFINE the products and/or services to be offered

↓

Determine budget, cost of operation, break even costs

↓

DESIGN control systems for the total business operation

↓

PLAN for implementation

Adapted from: Gillingham and Loucks (1982)

6.

WHAT SKILLS HAVE I LEARNED IN THIS CLASS and OTHERS

that would enable me to become an

ENTREPRENEUR

?

ENTREPRENEURS CONTRIBUTE ...

to economic growth through expanding business activities by creating jobs for themselves and others.

30 million people are self employed

56% of the workforce is employed in small business.

50% of all small business owners begin with a high school education.

87% of new jobs are created in small business.

44% of the GNP is attributed to small business.

97% of all business in America are small.

CHARACTERISTICS of an ENTREPRENEUR

Risk taking
Optimistic
Hard driving
Committed
Independent
Exercise sound judgement
Recognize opportunity
Tireless worker
Pleasantly aggressive
Careful planner
Goal oriented
Competitive
Decision maker
Persistant
Desire to achieve
Manager of time, money, people

If you use your **TALENT** to:

prepare and sell food products

or

care for the elderly

or

maintain another's home

or

any other jobs that might become your entrepreneural enterprise

What agencies must be contacted for:

- standards to be met?
- licensing, if required or recommended?
- a business loan, if needed?
- a place to locate the business?
- advertising the business?
- hiring help, if needed?
- establishing records for IRS, state and federal tax withholdings and social security benefits?

9.